

## **Spring 2014 Confidential Test Irregularity Report Science CRT and Reading, Math, and Science CRT-Alternate**

**This document is specific to the CRT Science and CRT-Alternate in Reading, Math, and Science.**

This form is intended only for parents, concerned community members, and school personnel who are more comfortable submitting the report themselves rather than through their System Test Coordinator.

**In most cases**, school personnel should follow the test irregularity report procedures through their system test coordinator.

### **Instructions**

Please complete the attached CRT test irregularity report.

- Any concern about breaches in test security, testing irregularities, and/or noncompliance with test administration procedures must be reported immediately to the school principal/authorized representative, System Test Coordinator, and OPI by phone or in person within three days of the incident. The district superintendent should also be notified.
- The Testing Irregularity Report (TIR) is to be completed within five days of the incident.  
REMINDER: If you are school personnel, please complete this process in collaboration with your system test coordinator, unless you fear possible ramifications for reporting an incident.
- If additional time is necessary, the reporting individual should call the State Assessment Director to request an extension.

### **Please respect student privacy**

- DO NOT include any student's name anywhere on the report.
- DO NOT save the file by the student's name.

### **Mail or FAX**

Please mail or fax the completed form to:

Judy Snow, OPI State Assessment Director,  
P.O. Box 202501  
Helena, MT 2501  
FAX to 406-444-0743

If you have questions, please contact:

- Judy Snow, State Assessment Director, 406-444-3656 or [jsnow@mt.gov](mailto:jsnow@mt.gov)
- Ashley Makowski, Administrative Assistant, 406-444-3511 or [amakowski@mt.gov](mailto:amakowski@mt.gov)
- Yvonne Field, Assessment Specialist, 406-444-0748 or [yfield@mt.gov](mailto:yfield@mt.gov)

# Irregularity Report

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General Information					
All school and system personnel involved in the administration of the CRT and the CRT-Alternate and the accompanying materials must report immediately any violation or suspected violation of test security, administration policies and guidelines, and/or confidentiality. School or system staff should notify their System Test Coordinator and School Principal if they witness or suspect an irregularity has occurred. The System Test Coordinator should notify OPI within 3 days by telephone or email and should complete the online form within 5 days.					
School System Number	School Code Number	Date of Incident	Test	Has OPI Been contacted	
				<input type="checkbox"/>	
Person Completing Report				Grade	
Content Area					
Describe the Incident					
Describe the Handling of the Incident					
Educators Involved					
Student State ID			Student Test Form Number		